



CITY OF HAYWARD PERSONNEL COMMISSION

Regular Meeting

April 11, 2013

5:30 p.m. Room 4A

Hayward City Hall

777 B Street

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS *(Note: THE PUBLIC COMMENTS section provides an opportunity for citizens to address the Personnel Commission on items not listed on the agenda. The Commission welcomes your comments under this section, but is prohibited by State law from discussing items not listed on the agenda. Your item will be taken under consideration and referred to staff.)*

APPROVAL OF MINUTES

- I. Approval of Minutes for January 10, 2013 (Action)

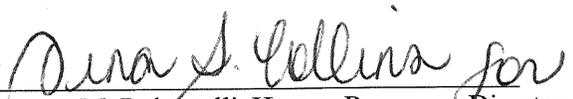
REPORTS

- II. City Council Liaison (Information)
- III. Human Resources Director (Information)

NEW BUSINESS

- IV. Discussion of Additional Points in Recruitment Tests for Hayward Residents (Oral Report)
- V. Job Descriptions
 - A. City Building Official
 - B. Planning Manager
 - C. Associate Planner
 - D. Senior Planner
 - E. Police Records Clerk
 - F. Deputy Finance Director
 - G. Community Services Manager

- VI. Revised Salary and Class Plan
 - A. Deputy Finance Director
 - B. Community Services Manager
- VII. Recruitment Diversity Report (Oral Report)
- VIII. Future Agenda Topics/General Comments
- IX. Adjournment


Frances M. Robustelli, Human Resources Director



CITY OF HAYWARD
PERSONNEL COMMISSION
DRAFT MINUTES
Regular Meeting
Thursday, January 10, 2013
Room 2A

A regular meeting of the City of Hayward Personnel Commission was called to order at 5:35pm on Thursday, January 10, 2013 at Hayward City Hall, Conference Room 2A, followed by the Pledge of Allegiance.

HUMAN RESOURCES DEPARTMENT STAFF

Fran Robustelli, Human Resources Director
 Nina Morris Collins, Human Resources Analyst II

CITY COUNCIL

Council Member Salinas

OTHERS PRESENT

Michael Lawson, City Attorney
 Seema Vashi, Deputy City Attorney
 Kelly McAdoo, Assistant City Manager

<u>MEETINGS</u>	<u>REGULAR MEETINGS</u>			<u>SPECIAL</u>	
	Present This Meeting	Present to Date This Fiscal Yr.	Absent to Date This Fiscal Yr.	Present to Date This Fiscal Yr.	Absent to Date This Fiscal Yr.
Steve Bristow	X	2	0		
Cheryl Butler-Adams	O	0	2		
Janet Kassouf *	X	1	1		
Crystal Porter **	X	2	0		
Santinder Pal Singh	O	0	2		
Doris Yates	X	2	0		
Marie DeLeon***	X	2	0		

X = present O = absent

* Chair ** Vice Chair *** New Commissioner

PUBLIC COMMENTS

No Public comments

APPROVAL OF MINUTES

- I. Approval of October 11, 2012 Meeting Minutes
 (M/S/P) (5-0-0) Approved with noted corrections.

VIII. FUTURE AGENDA TOPICS/GENERAL COMMENTS

Correction made regarding phrasing of Item A. Commissioner Porter took issue with the way Item A was drafted with respect to Offering Preferences to Hayward Residents for job openings. She requested that the City Attorney's office look more broadly at the question, recognizing value that Hayward residents can bring to the workforce and to the City – specifically, a workforce not only drawn from the community but reflecting both the community's diversity and the investment that residents have already made in it. She asked whether the City could allocate a certain number of points (whatever is deemed appropriate by the Council and the City Attorney's Office) to the final civil service score of persons who have demonstrated residency as a reflection of value these people will bring to the workforce and to the City.

REPORTS

II. Human Resources Director (Information)

Ms. Robustelli, Human Resources Director, introduced new Human Resources staff: Nargiz Karimova, HR Technician; Vanessa Lopez, HR Analyst I; and Marcus Hermanson, HR Analyst II, and provided a short bio on them for the group.

Michael Lawson, City Attorney, introduced Seema Vashi, Deputy City Attorney, and welcomed her. Mr. Lawson provided a short bio of Ms. Vashi.

Mr. Lawson indicated that his office will present an opinion to the Commission regarding the Residency Points item at the April 11, 2013 meeting. He explained that his office had had communications with the city of Oakland to get a better understanding of how Oakland addresses this issue.

NEW BUSINESS

III. Job Descriptions

A. Economic Development Manager

Kelly McAdoo, Assistant City Manager, provided an overview of the Economic Development Manager job description. This position reports to the City Manager's Office.

Commissioner Bristow suggested that whenever there are changes in a reporting relationship, Personnel Commission should be provided with a copy of the organizational chart identifying the position in relation to the current structure of the agency.

(M/S/P) (5-0-0) Accepted with suggested standard language edits.

B. Utilities Service Worker

Fran Robustelli, Human Resources Director, gave an overview of the Utilities Service Worker job description. This is a journey level position. This position requires possession of Grade II Water Distribution Operator Certification or ability to obtain it within one year of appointment. The education requirement has been changed from eighth grade to twelfth grade.

Commissioner Bristow expressed concern about changing the education requirement for the Utilities Service Worker position from eighth grade to twelfth grade.

(M/S/P) (4-1-0) Accepted with noted edits.

IV. City Council Liaison (Information)

Councilmember Salinas reported that one of the significant issues on the agenda is labor negotiations. The budget is an ongoing process and is tightly coupled with these negotiations. He reported that they closed out the City's 2012 budget without having to dip into the reserves as much as had initially been anticipated. He said that they had to borrow from the reserve a little over \$1.5 million as opposed to \$4.3 million, the amount that had been anticipated in June. Another big item is the General Plan, which is the City's basic planning document. He pointed out that the General Plan Task Force was appointed at the end of last year. It is responsible for soliciting comments and suggestions, engaging the community, and reporting back to the City Council.

V. Recruitment Diversity Report (Oral Report)

Fran Robustelli gave an overview of the report and stated there are several recruitments that have been established since the last meeting.

Commissioner Porter commended Fran Robustelli and her staff for the outreach efforts and bringing the word out to the community. She pointed out that these efforts are being reflected in the diversity of applicants.

VI. Goals and Objectives for Calendar Year 2013

Fran Robustelli provided an overview of the goals for Fiscal Year 2013 and also updated on the progress of the established goals from FY2012. Fran Robustelli indicated that no changes related to the content of the goals are being recommended for FY 2013, only the timeline in which the update to the Personnel Rules will be completed. Fran Robustelli recommended that all goals carry over to FY 2013, but more importantly that the personnel rules update begin in July 2013. She reported that given the Personnel Commission's interest in the City's outreach efforts related to recruitment, staff is recommending an adjustment to the phases, which would include moving recruitment to phase one, and moving

discipline to phase two of the project.

(M/S/P) (5-0-0) Approved

VII. Future Agenda Topics/General Comments

- A. Residency Points Item. The Commission requested that the City Attorney's opinion be sent to Commission members prior to the April 11, 2013 meeting along with the Agenda packet, so they have time to review it before the April meeting.
- B. Overview of CalOpps and Analysis of Recruitment Processes. Adverse Impact of Sending E-mails to Applicants.

VII. Adjournment

Meeting was adjourned at 6:59 pm.



Frances Robustelli, Human Resources Director